

**BRAC** *Transition*



**BRAC** *Transition*

Assistance for DoD Civilian Employees

<http://www.cpms.osd.mil/bractransition/>



**Base Realignment and Closure (BRAC)** Information

# INTRODUCTION



This brochure is designed to help you understand how the Base Realignment and Closure (BRAC) process could potentially affect you, and to provide information about various ways the Department of Defense (DoD) can assist you if the final BRAC decisions have an impact on your job.

BRAC is an essential component of the Department's strategy to transform the military to meet the challenges of the 21st century. By eliminating excess capacity and capitalizing on the joint capabilities of the services, we will be in a better position to support the warfighters and respond to the threats of a changing world. While we can't achieve these objectives without taking decisive action to reconfigure our infrastructure, you can count on us to do everything we can to minimize the adverse effects of BRAC and to take the necessary actions as humanely as possible.

If your activity is recommended or eventually approved for realignment or closure, don't automatically assume that your job will be eliminated. Also keep in mind that help will be readily available if BRAC does, in fact, affect your job directly. Our



civilian workforce is one of the Department's most important and valued resources, and we're fully prepared to help employees affected by BRAC to continue their DoD careers, find jobs with other Federal agencies, or pursue other available options. Based on our long experience with downsizing and reorganization, we've developed an effective program for keeping involuntary separations to a minimum during BRAC. Even though the Department's civilian workforce has been reduced by 40 percent since the first BRAC rounds began in 1988, less than 10 percent of the affected employees were involuntarily separated. The programs that produced these results are still in use today, and others have been recently added.



This brochure is a starting point. Your Human Resources Office (HRO) staff is prepared to give you more detailed information about all of the programs, benefits, and services covered in the following pages. You can also find useful information and answers to many of your questions on our website at <http://www.cpms.osd.mil/bractransition/>

*(Note: The information in this brochure applies to permanent U.S. citizen employees currently serving in appropriated fund positions and to eligible employees serving in nonappropriated fund (NAF) positions. If you need information but are not in one of these categories, you should contact your supporting HRO for assistance.)*

# WHAT ABOUT ME?

If your installation is on the initial BRAC list, you'll naturally have some important questions. What does this mean to me personally? Will I still have a job? If not, what kind of help will be available? Before addressing those concerns, we think it's helpful for you to understand more about the BRAC process itself.

The initial BRAC list includes the actions considered necessary by the Secretary of Defense to meet the Department's overall restructuring needs. While an average of 85 percent of the Secretary's recommendations in past BRAC rounds were ultimately approved and carried out, it's important to understand that the Base Closure and Realignment Commission has the authority to make changes to the list before sending it to the President and Congress for final approval. If your base is on the initial list, the Commission could either delete it or change the recommended action. If your base is not on the list, it could be added.

Before we go any further, let's take a closer look at the two types of BRAC actions and how they can affect civilian employees.

## → **Realignment**

Realignment means relocating a specific type of work or "function," and the civilian positions needed to perform

the work, from BRAC bases to other DoD installations. The specific circumstances will determine how the employees currently performing the work will be affected. In some cases, some or all of the employees may receive offers to follow their jobs to the new location. If you're affected by realignment and don't receive a relocation offer, you might be considered for placement in another position at your current installation. If there are not enough positions for the employees who are available for work, your agency may apply reduction in force (RIF) retention factors to determine the order of job offers.

## → **Closure**

Closure means that the installation will no longer have a mission and all jobs will either be eliminated or relocated, except for those needed for "caretaker" operations such as disposal of property and equipment and environmental cleanup. If your job is in a function that's relocating, the information in the "Realignment" paragraph (below, left) applies to you. If your job is eliminated, you will be separated not later than the effective date of base closure unless you find employment elsewhere, separate voluntarily, or are offered a caretaker position. Involuntary separations will be processed using formal RIF procedures.

*(Note: Depending on your installation's drawdown schedule, it may be necessary to conduct one or more pre-closure RIFs. These actions may include a combination of involuntary separations and demotions. If you are involved in a pre-closure RIF, you will compete for retention with other employees based on the RIF retention factors.)*

If your base is on the final BRAC list, your future will depend on the type of action being taken and the specific procedures that will be necessary to implement the BRAC plan for your activity. If separations cannot be avoided, your installation will work to lessen the number of affected employees through the use of

voluntary separation incentives, voluntary early retirement, and other measures. If separations cannot be averted, displaced employees will receive written notices in advance of the separation date and they will be eligible for the various types of transition assistance covered later in this brochure.

Since RIF is the process most often used to separate employees who are adversely affected by BRAC, you will probably want to familiarize yourself with RIF procedures if you learn that your job is being eliminated. The next section of this brochure, entitled "How Does RIF Work?", provides a very basic explanation of the factors used to determine your retention standing in a RIF.

In summary, a final decision to realign or close your base could result in the relocation or abolishment of your job. If that happens, you shouldn't feel responsible. It's not because of something you did or didn't do. It's the result of circumstances beyond your control. Understand that you're not alone and that we'll do whatever we can to ensure you have every opportunity to continue your Federal career should you choose to do so. If you have other plans, or if we're unable to find a job that's acceptable to you, we can offer other benefits and services that will help you to make the smoothest possible transition as you pursue other endeavors.

# HOW DOES RIF WORK?

When RIF becomes necessary, employees compete for retention based on several factors established by law and regulation. These factors include tenure, veterans' preference, and service computation date (SCD). Together, these factors determine each employee's RIF retention standing.

*(Special note concerning the National Security Personnel System (NSPS): Procedures for determining an employee's retention standing are being revised under NSPS. If your activity is covered by NSPS, you can obtain information on the new RIF procedures from your supporting HRO.)*

The current retention factors for appropriated and nonappropriated fund (NAF) employees are as follows:

## → **Appropriated Fund Employees**

**Tenure** – Employee tenure is based on appointment type. Career employees are usually retained over other employees in lower tenure groups who occupy similar positions. Career-conditional employees are retained over those serving under term or temporary appointments.

**Veterans' Preference** – Veterans' preference is based on the employee's prior military service. Spouses and mothers of disabled or deceased veterans also may have veterans'

preference rights. Employees with veterans' preference are usually retained over those without preference if they're in the same tenure group for RIF competitive purposes. Your installation is required to define these groups prior to conducting a RIF.

*(Note: Not all retired military members have veterans' preference for RIF purposes. If you're retired from active duty, check with your HRO to determine your preference eligibility for RIF.)*

**Service Computation Date (SCD)** – Your SCD is based on a combination of your creditable Federal civilian service, creditable military service, and additional service time credited as a direct result of your recent performance ratings.

## → **NAF Employees**

The NAF equivalent of an appropriated fund RIF is a Business Based Action (BBA). Under BBA procedures, covered employees are identified for BBA action only after an objective, fair, and equitable ranking against other employees in the same employment category and group of affected positions. Although the ranking process must include performance and seniority, performance may be the primary criterion. Ranking is not required when all employees will be equally affected, such as in base closures involving the elimination of all jobs.

For specific information concerning your retention standing and the status of your position, contact your supporting appropriated fund or NAF HRO. If you eventually become involved in a RIF or BBA, your HRO will likely schedule individual or group counseling sessions to explain the process and give you important information concerning your rights and benefits, job placement and separation incentive programs, and other available transition assistance.





# WHAT SHOULD I DO NOW?

Once you have a reasonable expectation that you will be directly affected by BRAC, you should start preparing yourself for the eventual realignment or closure. Here are a few tips to get you started:

## → **Get informed and stay informed**

Your supporting HRO will be prepared to answer many of your questions and refer you to authoritative sources for answers to others. You can also visit our website at <http://www.cpms.osd.mil/bractransition/> for links to current information on transition assistance programs and benefits, answers to frequently asked questions, and other online resources.

## → **Develop a personal transition plan**

- If your top priority is continuing your Federal career, explore the available job referral, retraining, and outplacement assistance programs. Make yourself a checklist of the eligibility requirements and determine if there's anything you need to do to fill in all of the squares. Update your resume and make several copies so you'll be ready to enroll in government-sponsored placement programs as soon as possible and to apply for other job opportunities on your own initiative.
- If you think you might prefer to separate voluntarily rather than find another Federal job, learn about the various types of retirement benefits and separation incentive programs. It's important for you and your family to understand how you would fare financially, and it may even prompt you to reconsider your employment options.

## → **Keep the local lines of communication open**

Your supervisor or other management officials in your organization should be able to keep you up to date on the status of your job. Your supporting HRO is the nearest source of information about RIF procedures, employee benefits and entitlements, and transition assistance programs.

## → **Keep your family members informed and include them in the planning process**

BRAC also affects those who are closest to you, and the decisions you make concerning your future affect them as well. Keep them current on all information pertaining to your job, and make sure they are involved whenever you need to make important decisions.

## → **Get started now**

The responsibility for your future ultimately belongs to **YOU**. The sooner you begin planning, the smoother your transition will be.



# HOW DO I FIND A JOB?

If your job is eliminated and there are no available positions at your installation, the uncertainty of what lies ahead can be very unsettling. This is especially true if you're not eligible or ready to retire. Even though job hunting can be stressful, help is readily available. Your HRO can tell you about workshops on resume preparation and interviewing techniques. If you're not sure what kind of career to pursue, you can find help with skills assessment and career counseling. If you need to learn new skills, you may be eligible for retraining. There may also be job fairs available to you. Your HRO can also give you detailed information about job placement programs and other forms of assistance.

If you're interested in continuing your DoD career, you should find out more about the following programs:

## → **Priority Placement Program**

### **(Appropriated Fund employees only)**

The DoD Priority Placement Program (PPP) is the most effective placement program in the Federal service. If you're eligible, the PPP will provide mandatory placement rights for DoD vacancies that match your qualifications. Enrollment is voluntary until specific separation notices are issued. However, if you're entitled to severance pay, you must be registered for all DoD installations in your commuting area

once you receive a specific separation notice.

If you're being separated, you may have the option to register for jobs outside of your current commuting area. If you accept a job that requires relocation, DoD will reimburse moving expenses within the limits allowed by the Joint Travel Regulations (JTR). Should you accept a job at a lower grade, your current pay will be preserved to the maximum extent permitted by regulations. PPP registrants who decline valid job offers are removed from the program. As explained later in this brochure, declining an offer within the commuting area may also end your entitlement to severance pay.

Your HRO is responsible for providing PPP counseling and registration assistance. Also, a DoD CARE Program specialist may visit your installation to conduct informational briefings and answer your questions.

## → **Reemployment Priority List** **(Appropriated Fund & NAF employees)**

**Appropriated Fund Employees** – If you're being separated from a career or career-conditional appointment, you may be eligible to register on the Reemployment Priority List (RPL). Referral through this program, which is separate from the PPP, gives you priority over certain non-DoD job applicants for DoD jobs within your commuting area. You may register

as soon as you receive a specific RIF separation notice or a certificate of expected separation, but no later than 30 days after you're separated. Career employees remain on the RPL for up to 2 years from the date of registration; career-conditional employees, for up to 1 year. Your HRO will notify you of your RPL eligibility.

**NAF Employees** – Your supporting HRO will establish an RPL to provide placement assistance to eligible employees separated by BBA. The RPL is sent to all DoD NAF activities in the commuting area. Separated NAF employees have priority placement rights in the NAF activity from which they are separated, and priority consideration rights at other NAF activities in the commuting area. Eligible employees remain on the RPL for up to 1 year from the date of separation.

## → **Job Exchanges** **(Appropriated Fund Employees only)**

Employees at closing bases may be able to exchange jobs with employees elsewhere who are, or soon will be, retiring. Your position must be identified as critical and expected to last for at least 1 year, and the exchange must be with an employee of the same grade. Your HRO can tell you if you're eligible and give you more information about job exchanges.

If the installations involved both agree to an exchange, but are located in different commuting areas, your moving expenses will be paid.



If you're willing to consider employment with another Federal agency, state government, or the private sector, get information about these programs:

assistance can begin up to 24 months prior to closure. You will be notified of your eligibility for WIA benefits by your HRO.

→ **Interagency Career Transition Assistance Plan  
(Appropriated Fund employees only)**

Employees separating by RIF, or as a result of declining relocation outside of the commuting area, can apply for jobs in other Federal agencies through the Interagency Career Transition Assistance Plan (ICTAP). This program, which is administered by the Office of Personnel Management (OPM), requires agencies to give preference to well-qualified ICTAP applicants within the same commuting area before hiring other candidates from outside the agency. The ICTAP requires Federal agencies to publish information on all competitive service vacancies at <http://www.usajobs.opm.gov>. The application you submit must comply with all job announcement instructions, and a copy of your separation notice must be attached. Your ICTAP eligibility starts when you receive a specific separation notice. Eligibility continues for up to 1 year after separation, or up to 2 years if you have veteran's preference.

→ **Career One Stop  
(Appropriated Fund & NAF employees)**

This website provides a variety of job search tools, including America's Job Bank, America's Career InfoNet, and America's Service Locator. These tools were developed and are maintained through the Department of Labor in partnership with state workforce agencies, local workforce service delivery providers, education and training institutions, and private sector organizations. Go to <http://www.careeronestop.org/> to familiarize yourself with these tools.

**Some Helpful Hints:**

- Participate as soon as you're eligible in all available job placement programs.
- Be proactive. Continue to apply for jobs on your own even if you've registered in these programs.
- Don't put restrictions on your mobility. If you're willing to move, you'll have more job opportunities and a much better chance of being placed.
- Don't limit your search. Include non-DoD Federal agencies, private industry, and state and local government.
- Make sure you list ALL of your skills and work experience on your job application or resume.
- Respond promptly to requests for additional information.
- Be ready to consider job offers seriously and respond quickly. This means keeping your family involved in the process, too.
- Keep your registration data current, and let the HRO know where and how you can be reached.

→ **Outplacement Subsidy  
(Appropriated Fund employees only)**

Outplacement subsidies are used as an incentive for other Federal agencies to hire employees displaced by RIF or transfer of function. If you accept a job in another area, DoD may reimburse your new agency up to \$20,000 of your moving expenses. If your installation is offering this subsidy, you will receive information to include with your applications for jobs in other Federal agencies. Employees who decline valid job offers through the DoD PPP are ineligible for outplacement subsidies.

→ **Hiring Preference for Contractor Jobs  
(Appropriated Fund & NAF employees)**

If your base is closing, you may have the right of first refusal for certain jobs with private contractors hired to prepare the installation for closure or to maintain it afterwards. Normally, these jobs are in the areas of environmental cleanup and restoration, utilities modification, roads and grounds work, security, and fire protection. Your HRO can tell you about these job openings and how to apply. If you're qualified, you'll receive preference for these positions.

→ **Workforce Investment Act  
(Appropriated Fund & NAF employees)**

The Workforce Investment Act (WIA) is sponsored by the Department of Labor and administered by the various State Employment Security Agencies. Through the WIA, separating employees may be eligible for career counseling, testing, retraining, placement assistance, financial counseling, and other services. At BRAC installations, WIA

# WHAT ABOUT SEPARATION INCENTIVES?

## → **Voluntary Separation Incentive Pay (VSIP)**

Unless you've already received a specific separation notice, you may be eligible for Voluntary Separation Incentive Pay (VSIP), commonly referred to as a "buyout." Buyouts are used to reduce involuntary separations by encouraging employees to voluntarily retire or resign. The buyout payment before deductions is currently \$25,000 or the amount of severance pay you would receive under the standard severance pay formula, whichever is less.



## → **Appropriated Fund Employees**

You must be a U.S. citizen serving under an appointment without time limitation and have at least 12 months of continuous DoD employment to be eligible for a buyout. Even if you meet these basic requirements, there are a number of reasons why you may be ineligible unless a waiver is granted. For example, if you're receiving a retention allowance or special salary rate, or if you're occupying a position designated as "hard to fill," you're not eligible for VSIP unless a waiver is granted. There are several other ineligibility categories, so ask your HRO for more details if you're interested.

If you accept a buyout offer, you must agree to separate voluntarily by optional retirement, early retirement under the Voluntary Early Retirement Authority (VERA), or by resignation. The voluntary nature of the action eliminates any entitlement you may have to severance pay. It also means you cannot be reemployed by DoD in an appropriated fund or NAF position for 12 months after separation, and you cannot return to work for any other Federal agency (including a NAF activity or through a personal services contract) within 5 years unless you pay back the full buyout amount. Finally, you

will not be eligible to register in the DoD PPP.

Once you receive a specific RIF separation notice, you're no longer eligible for a buyout.

## → **NAF Employees**

Your NAF employer may offer VSIP in the form of a lump sum or installment payment(s) equal to your severance pay entitlement, up to a maximum of \$25,000. When calculating VSIP for NAF employees, severance pay may not exceed the amount calculated using the civil service severance pay formula. NAF employees who accept VSIP cannot be reemployed within DoD in a NAF or appropriated fund position for 12 months after separation, and may not be employed in a NAF or appropriated fund position or through a personal services contract in any Federal agency within 5 years unless the VSIP amount is repaid.

Your appropriated fund or NAF HRO has more information about buyouts and can tell you if they will be offered and advise you regarding your eligibility.



# WHAT HAPPENS TO MY BENEFITS?

The following is a brief summary of what happens to your Federal employee benefits if you're separated. Please note that information applicable to appropriated fund and NAF employees is listed under separate headings.

## → **Appropriated Fund Employees**

**Health Benefits** – If you're enrolled in the Federal Employees' Health Benefits Program (FEHB), you may elect to continue your enrollment for 18 months following RIF separation. During those 18 months, you pay only your share of the premium; the Government continues to pay its share plus any administrative charge. You may also elect to convert your coverage to a non-group policy. Your HRO will inform you of your right to convert or continue health benefits enrollment and provide the necessary forms.

**Life Insurance** – Unless you retire, your Federal Employees' Group Life Insurance (FEGLI) coverage terminates on your separation date. However, you'll have 31 days of free temporary coverage after separation. This will provide the time you need to convert your FEGLI coverage to an individual policy. Note that your FEGLI coverage has no cash value. Your HRO will give you information regarding your conversion options.

**Retirement Contributions** – With few exceptions, all civilian employees are covered either by the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS). The rules that apply to your retirement system will determine the advantages and disadvantages of withdrawing your retirement contributions or leaving money in your retirement fund when you separate. Your HRO will give you specific information pertaining to your situation.

**Thrift Savings** – The Thrift Savings Plan (TSP) is a retirement savings plan for both CSRS and FERS employees. Contributions to the TSP are tax-deferred. If you're not eligible for retirement benefits when you separate, you have the option of: transferring your money to an individual retirement account (IRA) or other eligible retirement plan; leaving your money in the TSP; taking your savings in a lump-sum payment without penalty if you are at least 59½ years old; or receiving your savings in the form of an annuity. Your HRO can go over your options with you.

**Annual Leave** – Employees earn annual leave based on years of creditable Federal service. Full-time employees can earn 13 to 26 days of annual leave each year. If you're separated, you'll receive a lump sum cash payment for all unused annual leave, including all the leave you carried over from previous years, leave earned in the current year, and any leave you might have in restored accounts.

**Unlimited Annual Leave Carryover** – Normally, you can carry forward no more than 240 hours of annual leave from one year to the next. However, if your installation has been designated for realignment or closure, any excess leave forfeited may be restored so long as you continue to work at the BRAC activity. Your HRO can tell you if you are covered by this benefit. If it's not used, this restored leave will be included in the lump sum payment for your annual leave when you separate, or it can increase the amount of leave you would have available to help you qualify for retirement or FEHB coverage (see below).

**Annual Leave for Retirement Eligibility** – If you are very close to being eligible for retirement when your RIF separation occurs, you may be able to stay on the rolls using annual leave in order to reach retirement eligibility. You will be informed about this benefit when you receive your RIF notice.

**Annual Leave for Health Benefits Eligibility** – You can also use annual leave to stay on the rolls long enough to become eligible for continuation of Federal health benefits as a retiree. You should talk with your HRO about eligibility requirements and whether this benefit will help

you meet them.

**Automatic Waiver of FEHB Minimum Participation Requirement** – Normally, you must be enrolled in the FEHB program for a minimum of 5 years in order to continue your coverage as a retiree. The Office of Personnel Management (OPM) will grant pre-approved waivers to DoD employees covered under the FEHB continuously since the beginning date of the DoD VERA and VSIP period. Since the DoD VERA and VSIP authority is permanent, the VERA/VSIP period is renewed each fiscal year and lasts from October 1 to September 30. OPM will grant pre-approved waivers to DoD employees who have been covered under the FEHB program continuously since October 1 for each succeeding fiscal year if they retire during the DoD VERA/VSIP period and receive a VSIP, take early optional retirement, or take a discontinued service retirement based on an involuntary separation.

➔ **Appropriated Fund Employees (continued)**

**Unemployment Compensation** – Most involuntarily separated DoD employees have the protection of unemployment compensation. To find out if you qualify, you should contact the nearest State Employment Security Agency. The web site <http://workforcesecurity.doleta.gov/map.asp> shows a map of the U.S., and clicking on your state will bring up the state's unemployment compensation web site. The amount and length of unemployment compensation payments vary by state. You'll need the "Notice to Employee About Unemployment Insurance," Standard Form-8 (SF-8) provided by your HRO, as well as a copy of the "Notification of Personnel Action" (SF-50) form that verifies your involuntary separation from Federal service. Detailed procedures for processing unemployment compensation claims for DoD employees are found at <http://www.cpms.osd.mil/cpm/docs/M1400850.pdf>.

**Sick Leave** – Most employees earn 4 hours of sick leave each pay period. Since there is no limit on the amount of sick leave you can carry forward from one year to the next, you may have a large balance. However, unlike annual leave, there is no lump sum payment made for sick leave when you separate. Should you return to Federal service, any unused sick leave will be restored to your account. If you retire under the CSRS, unused sick leave is added to your years of service to increase your annuity.

**Severance Pay** – Your HRO can tell you whether you'll be eligible for severance pay. The severance pay amount is based on a formula that includes your years of Federal service, your basic pay at the time of separation, and your age. Eligible employees are entitled to 1 week of basic pay for each of their first 10 years of service and 2 weeks of basic pay for each year over 10 years of service. There is also an adjustment if you are over age 40. Employees who receive a buyout and those who will be eligible for an immediate civil service or military annuity on or before their separation date are not eligible for severance pay. You also won't receive severance pay if you move to a permanent DoD NAF position without a break in service of more than 3 days. Severance pay eligibility terminates if you decline a reasonable job offer prior to separation. A job offer is considered reasonable if it is from a DoD installation in your commuting area, has the same tenure and work schedule as your current position, and is no more than 2 grades or pay levels below your current position.

**Moving Expenses** – Reimbursement for shipping household goods, moving family members, and real estate fees is typically provided by DoD if you lose your job through RIF and take a Federal job in a new location within 1 year of your separation. However, always check with your HRO to verify your entitlement. Never assume

you will be reimbursed for moving costs, and remember that you must always have official travel orders to be eligible for reimbursement. If you accept a job in private industry or with state or local government, check to see if they will pay your moving expenses.

**Homeowners' Assistance Program (HAP)** – The HAP, which is administered by the U.S. Army Corps of Engineers, provides financial relief to employees who are relocating outside of the commuting area and would otherwise lose money on the sale of their primary residence. To be eligible for HAP, you must be employed at or near an installation scheduled for realignment or closure and be the owner-occupant of the residence at the time of the BRAC announcement. You may also be eligible if you are serving on a tour of duty overseas and own a residence at or near a BRAC installation. Regardless of your circumstances, HAP assistance is not available until the Corps of Engineers has conducted a real estate survey and confirms that certain market conditions are in effect. Your HRO can refer you to the appropriate point of contact for more information regarding the HAP.



## → **Nonappropriated Fund Employees**

**Homeowners' Assistance Program (HAP)** – This program applies to NAF employees affected by BRAC in the same manner as it applies to appropriated fund employees. For more information, refer to the HAP program for appropriated fund employees on page 9.

**Voluntary Early Retirement and Discontinued Service Retirement** – Each DoD NAF component administers its own retirement plan. Your NAF employer's retirement plan may have provisions for early retirement and discontinued service retirement in workforce reduction and BRAC situations.

**Temporary Continuation of Health Insurance** – You may be eligible to continue your DoD NAF Health Benefits Program enrollment for 18 months following a separation by BBA, or resignation or retirement following receipt of a BBA notice. You must have been enrolled in the DoD NAF Health Benefits Program for at least 6 months and be enrolled at the time of separation. Your NAF HRO can provide you with more information concerning your eligibility and any payments that may be required.

**Life Insurance, Retirement Contributions, and 401(k) Plan Provisions** – Each NAF employer administers its own plan in these benefit areas. Please contact your NAF HRO regarding

information specific to your benefit plans and situation.

**Unlimited Annual Leave Carryover** – Employees who earn annual leave and who will be involuntarily separated as a result of BRAC are permitted to accumulate annual leave without regard to “use or lose” limitations. However, limits on any annual leave used in calculating retirement annuities remain in effect. Your NAF HRO can tell you if you are covered by this benefit.

**Annual Leave** – If you are separated, you will receive a lump sum cash payment for all your unused annual leave.

**Extended Employment for Retirement and Health Insurance** – You may be able to use your available annual leave to stay on the employment rolls in order to reach retirement eligibility or eligibility to continue DoD NAF Health Benefits Program coverage as a retiree. Please see your NAF HRO for eligibility information.

**Unemployment Compensation** – NAF employees may be eligible to receive unemployment compensation in accordance with Federal and applicable State law. For more information concerning eligibility, contact your nearest State Employment Security Agency, or ask your NAF HRO for contact information.

**Severance Pay** – Your NAF HRO will tell you whether you are eligible for severance pay and the amount of the payment. You will not be eligible for NAF severance pay if you refuse a DoD NAF job that does not result in a loss of pay or employment category (i.e., from Regular Full-Time to Regular Part-Time, or from Regular to Flexible). Declining an offer outside of the commuting area does not affect severance pay eligibility unless you are covered by a mobility agreement. Employees who are entitled to an unreduced immediate retirement annuity are ineligible for severance pay. Employees who move to a permanent DoD appropriated fund position without a break in service of more than 3 days are also ineligible for severance pay.

**Sick Leave** – There is no payment made for unused sick leave when you separate. Please check with your NAF HRO regarding eligibility to restore sick leave if you return to a DoD NAF position, or to add unused sick leave to your period of service for retirement purposes.

**Moving Expenses** – The Joint Travel Regulations, Volume 2, governing relocation entitlements and benefits are applicable to NAF employees. Always check with the hiring HRO to verify eligibility and benefit entitlements.

**Office of Personnel Management (OPM) and DoD Interchange Agreement** – This agreement gives

appropriated fund activities the authority to appoint eligible NAF employees to positions in the competitive service in the same manner that employees of the competitive service are transferred to such positions. You must have served in a permanent NAF position continuously for 1 year in order to be eligible, and appointment eligibility continues for up to 1 year following your involuntary separation.

**Pay and Employee Benefits Protection Under the “Portability of Benefits for Nonappropriated Fund Employees Act”** – Employees who move without a break in service of more than 3 days from a DoD NAF position to a DoD appropriated fund position may be eligible for pay and benefit protection. If you are planning to make such a move, please let both your NAF HRO and hiring appropriated fund HRO know your circumstances to ensure your pay and benefits will be handled appropriately in both employment systems. If you accept an appropriated fund position in any Federal agency without a break in service of more than 1 year, you may be eligible to elect to continue your NAF retirement coverage. Please consult with your NAF HRO for further information.

## NOTES



**Links to Component and Defense Agency BRAC related websites can be accessed from our website at:**

<http://www.cpms.osd.mil/bractransition/>

[illegible]